



HAZEL TREMBATH ELEMENTARY SCHOOL

PAC ANNUAL GENERAL MEETING (AGM) TUESDAY, May 20, 2025 – 7:00 PM Citadel Middle School, Library

Note: Childcare will be provided at Citadel for those attending the meeting. Please note that children need to be signed in and out.

AGENDA

- 1. Call to Order**
- 2. Agenda and Approval of Previous Minutes**
- 3. Chair's Report**
- 4. Secretary's Report and School Board Meeting News**
- 5. District PAC Representative Report**
- 6. Treasurer's Report**
- 7. PAC Fundraising and Events**
- 8. Principal's Report**
- 9. Elections for all PAC Positions**
- 10. Volunteers for all Committee Lead Positions**
- 11. Open Floor Discussion**

NEXT MEETING: Tuesday, June 24, 2025 at Citadel Middle School Library

HT PAC Executive Positions

Schools with a full PAC executive qualify for the BC Gaming Grant. This is \$20 per student, based on the previous year's enrollment. This would mean a Gaming Grant of approximately \$3780 for next year. Gaming Grant funds are used towards school wide learning enhancements. This year, the funds went to school busses for field trips. One bus to Mt. Seymour costs almost \$700!

For the full, detailed version of the executive roles and responsibilities please consult the HT PAC Constitution and Bylaws posted on the Hazel Trembath Elementary website.

Executive Officer Team

1. The elected Executive shall consult with and represent all parents/guardians of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. Any Executive position may be co-chaired

Chairperson or Co-Chairpersons

- shall convene and preside at all meetings.
- shall ensure that an agenda is prepared and presented.
- shall appoint committees where authorized to do so by the Executive or Membership.
- Shall be one of the three signing officers of the Executive
- shall liaise with school staff and administration.
- shall work with the Treasurer to create and follow an annual budget

Vice-Chairperson

- shall assume the responsibilities of the Chairperson in the Chairperson's absence
- shall accept other duties as required
- shall remain unfilled in the case of Co-Chairpersons.

Secretary

- shall record the minutes of General and Special Meetings.
- may issue and receive correspondence on behalf of the Organization.
- shall copy and distribute minutes
- shall post a copy of the minutes on the school and HTPAC notice board or websites.

Treasurer

- shall be responsible for monthly reports on the accounts of the Organization.
- shall be one of the signing officers of the Executive along with the Chairperson and one other Officer.
- shall prepare a financial quarterly report for publication and distribution to all members.
- shall work with the Chairperson to create and follow an annual budget based on projected income and expenditures.

District Parent Advisory Council Representative (DPAC)

- shall attend DPAC General Meetings and convey all relevant information arising from those meetings to the HTPAC Executive and present a summary to the Membership during General Meetings.
- bring any relevant HTPAC issues and/or information to DPAC

HT PAC

Events and Fundraisers for 2025-2026

Coordinator Roles:

- All coordinators are responsible for their event/fundraiser staying within their budget.
- All coordinators are responsible for communication with PAC executive with a minimum of monthly updates.
- All coordinators are responsible for organizing and leading their own committees (if formed).

The PAC executive is here to help! Please reach out to the PAC Executive team with any questions or concerns throughout your fundraiser.

Profits from 2025-2026 Fundraisers become the operating budget for the following school year. Typically, the PAC fundraises for School Wish List expenses for school wide expenses. The PAC will also fundraise for areas of need, based on family input.

Event and/or Fundraiser	Event and/or Fundraiser Budget Note: All budgets are tentative until voted in by the PAC
Hot Lunch	Organize monthly hot lunch days for the school. \$500 starting expense budget. Profits start after the \$500 is repaid to the PAC account.
Dine Out Fundraiser	No Expenses. Me N Eds and Sushi Fu did the best last year.
Tru Earth Fundraiser	No Expenses. Only one order for 2024-2025
Cobs – Oxford, Poco	Nobody can get a hold of the Manager at Cobs. Cancel fundraiser?
Gardenworks Fundraiser	No Expenses These are for gift card purchases. Run in Winter and Spring \$5 from every \$30 GC, \$10 from every \$50 GC.
Created by Kids Christmas Fundraiser	No Expenses. Families may order for non Hazel Trembath kids as well!
Purdy's Chocolate Order: Christmas and Easter	No Expenses
Neufeld Farm Frozen Foods Fundraiser	This fundraiser can be difficult due to delivery windows and delivery minimums. If you do not hit the minimums there are delivery costs.
Hazel Trembath Santa Breakfast Charitable Event	\$1000 starting expense budget. This is a fundraiser for Hazel Trembath Elementary families in need. The money raised, after expenses are recovered, goes directly to Hazel Trembath Elementary.
Designer Cookies: Easter Cookie Sale	No expenses. \$6 per cookie. \$3 goes to company, \$3 to PAC
Spring Family Portraits	No Expenses \$40 booking/sitting fee goes directly to the PAC.
Hazel Trembath Spring Family Event: Fun Fair or similar	\$2500 starting expense budget Profits start after the \$2500 is repaid to the PAC account.
Approved Grade 5 Grad Fundraiser Events include: 1. Gr.5 Grad Snack Days (approx. one per month) 2. Return-It Depot Fundraiser 3. 1 Excel Martial Arts Movie Night	The Grade 5 Grad Committee works with with the grade 5 teachers and the HT Principal to coordinate <ul style="list-style-type: none"> - Grade 5 Hoodies - Grade 5 Leaving Ceremony - Fundraisers to lower the amount paid per child for Playland and the Leaving Ceremony \$500 starting expense budget. PAC typically budgets to pay for the Playland bus. Profits start after the \$500 is repaid to the PAC account.
Staff Appreciation Donations	Budget: \$500 The PAC pays \$500 for this event. The PAC also asks for direct donations from families through SchoolsCashOnline.